



CITY MANAGER

\$140,000 - \$175,000

(Salary Under Review)

Plus Excellent Benefits

Apply By

May 12, 2013

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?

Washington



Located at the foot of majestic Mount Rainier, the City of Lakewood, Washington, is a vibrant community that offers countless cultural and educational opportunities. The nearby Cascade and Olympic mountain ranges, the waters of the scenic

Puget Sound, and the City's many lakes and parks offer a wealth of outdoor recreation opportunities.

The City of Lakewood is well managed and financially sound. If you are an experienced and talented manager or administrator who is looking for an opportunity to help build and shape a growing community, opportunity awaits.

THE COMMUNITY

The City of Lakewood is located in southwest Pierce County. Originally known as the "Lakes District," Lakewood took its current name in 1910. The City grew as a residential and resort area, but was only incorporated as an independent city in 1996. The City shares borders with Tacoma to the north and east, University Place to the northwest, Steilacoom to the west, and Joint Base Lewis McChord (JBLM) to the south.

Lakewood is home to 60,000 residents, one of the most culturally varied in the country. The ethnic, cultural, and racial diversity present in Lakewood is more typical of major metropolitan areas. Moreover, Lakewood has very different levels of household and personal per capita income and home values. There is an effective network of volunteers and a spirit of volunteerism in the City of Lakewood. In 2012, Lakewood was named one of the nation's One Hundred Best Communities for Young People by America's Promise Alliance for the sixth year in a row.

Lakewood has over 3,200 businesses, including three retail trade areas, the Towne Center; 2.5 miles of Interstate 5 freeway frontage along Pacific Highway; and a thriving International District. In addition to vibrant residential and business communities, the City offers a myriad of recreational opportunities for residents and tourists. These in-

clude: five lakes offering water skiing, rowing, and fishing; four golf courses; Fort Steilacoom Park; Historic Lakewood Gardens; and Thornewood Castle. The City maintains 397 acres of public parks and open spaces. American Lake has two public parks and both have lakeside beaches for swimming, fishing, or picnicking.



Lakewood is also the host community to Joint Base Lewis-McChord. JBLM is the largest joint Army-Air Force installation in the western United States. The uniformed military population has doubled over the last 10 years to over 40,000. JBLM is the third largest employer in Washington behind Boeing and the State.

The Clover Park School District operates all public schools within Lakewood. CPSD has 17 elementary schools, four middle schools, two comprehensive high schools, an alternative high school and a small college preparatory school for sixth through 12th graders. The City also enjoys close working relationships with Clover Park Technical College and Pierce College which are within the City. Pacific Lutheran University, University of Puget Sound, and University of Washington-Tacoma are all within the greater metropolitan area.



THE CITY

Vision

Lakewood is a beautiful community with a unique and proud heritage. We are a racially and culturally diverse city where people care about each other. We are working together with our regional and military partners to build an exciting and prosperous future for our citizens.

The City of Lakewood is a code city with a Council-Manager form of government. The City Council consists of seven part-time, nonpartisan members elected at-large every two years to staggered, four-year terms. The Council elects one of its members as Mayor. The City Council is responsible for enacting all legislation and making general policy decisions governing the City. The Council appoints a full time, professional City Manager to oversee the administrative functions of the City and to implement Council policy. The Council also appoints members of the City's advisory boards and committees.

The City's General Fund for 2013 is \$34.3 million with a total budget of \$68.6 million, and there is a staff of 247 FTEs. City departments include:

- Economic Development
- Police
- Community Development
- Parks, Recreation & Community Services
- Public Works
- Municipal Court
- Finance
- Administration
- Human Resources
- Legal & City Clerk

THE POSITION

Under the general direction and supervision of the City Council, the City Manager acts as the chief executive officer of the City, overseeing daily operations, annual budget development and implementation, personnel, and serves as the Council's chief policy advisor. Other responsibilities include:

- Directs the development and implementation of the City's goals, objectives, policies and priorities as directed by Council.
- Conducts and coordinates, through department heads, departmental strategic planning

efforts and other studies of city services to ensure they are provided in the most effective manner.

- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Provides advice and assistance to the City Council on a wide variety of issues and conducts a variety of special projects as directed by City Council.
- Maintains positive and responsive public relations with citizens.



OPPORTUNITIES & CHALLENGES

Economic Development

- Develop a vision for the City Center
- Foster redevelopment of the Pacific Highway corridor, Woodbrook and Tillicum

Public Safety

- Maintain and enhance public safety

Infrastructure

- Protect the capital investment in the transportation system. While the City has been successful in funding capital street improvements, funding for road maintenance is unresolved.
- Develop a vision for parks and public spaces to improve quality of life and attract residents. The City is completing work on a 20 year "Legacy Plan" for parks, recreation and open spaces.

Relationships

- Sustain regional leadership and coordination role with military partners
- Pursue annexation of selected areas within the City's Urban Growth Area (UGA)
- Continue cooperative partnership with educational institutions in Lakewood

IDEAL CANDIDATE PROFILE

Lakewood is looking for a progressive "hands-on" manager who understands all aspects of municipal government. He or she will have had previous experience in an organization of similar size and complexity recognized for excellent customer service and continuous improvement. The candidate will have a proven track record of delivering results, building accountability for staff and creating a positive working environment characterized by innovation and collaborative teamwork with department directors.

Prior experience in Community Development and Economic Development is a plus as two priorities that Council has identified are: 1) Develop a vision for the City Center, and 2) Foster redevelopment of the Pacific Highway corridor, Woodbrook and Tillicum. The City is expecting a significant amount of growth. The new manager will need to be a strategic thinker who quickly sees the critical path and who is business minded with a proven track record of producing results.

The successful candidate will be a manager who is a good communicator and who understands the importance of providing Council with information and keeping them informed at all levels. The ideal candidate will be a strong leader who will hold staff accountable and be able to make the tough decisions when necessary. He or she must be a solid manager who is assertive and straightforward yet tactful to others. He or she will delegate appropriately and have the ability to foster a strong team environment. The ideal candidate will lead by collaboration, and will also be a good listener who consistently deals well with personnel throughout all levels of the organization.

Lakewood is seeking a manager who has a track record of implementing policies and systems to create and maintain a high-performance, customer service focused organizational culture. Customer service is a high priority for Lakewood, as well as full integration into the community, including residency. Prior experience with the military is a plus.

EXPERIENCE & EDUCATION

A bachelor's degree from an accredited college or university in public or business administration, or related field is required; and at least seven to ten years of progressively responsible experience in municipal government, including five years of senior management responsibility is required. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. A MBA or MPA is desired.

COMPENSATION & BENEFITS

- **\$140,000 - \$175,000** (under review)
- Health, Dental, & Vision Insurance
- International City Management Association - Retirement Corporation (ICMA-RC) 401A plans replace standard social security and state retirement.
- Paid holidays, vacation and sick leave
- Life Insurance/LTD/Survivor Income plans

www.cityoflakewood.us



The City of Lakewood is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 12, 2013** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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